



**Tony Evers, Governor**  
**Dawn Crim, Secretary**

March 1, 2021

Kara Czapinski, Building Permit Technician  
City of Superior  
1316 North 14th Street, Suite 230  
Superior, WI 54880  
[czapinskik@ci.superior.wi.us](mailto:czapinskik@ci.superior.wi.us)

**VIA EMAIL**

Re: City of Superior Jurisdiction Request for Plan Review of Small Commercial Buildings and Inspections of All Size Buildings

Dear Kara Czapinski,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per Wis. Stat. § 101.12(3)(b), I delegate your municipality the primary responsibility to do building plan review and inspections of small building projects (new buildings and their additions totaling not more than 50,000 cubic feet and alterations affecting not more than 100,000 cubic feet) to be constructed within the limits of your municipality. Building plans for such buildings may be submitted by the owner to your municipality or our agency.

Per Wis. Stat. § 101.12(3)(g), I also delegate your municipality the primary responsibility to do inspections of all size buildings in lieu of the Department.

An exception to this delegation is that our agency retains jurisdiction for plan review of all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

As a condition of the delegation, you are required to comply with the following:

- Provide the Department with a copy of any revisions to the ordinance adopting this code.
- Apply the corresponding requirements in Wis. Admin. Code §§ SPS 361.60 (5)(d)-(h), and (6).
- Notify the department, in writing, immediately of any personnel changes to plan review or inspection staff.
- Notify the Department, in writing, at least 30 days prior to the date upon which the municipality intends to relinquish the responsibilities assumed under this section.

The Department will periodically monitor municipalities and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification.

In accordance with 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process. Please continue to monitor department correspondence as further details regarding this process are communicated.

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 361.60(2)(b)4 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

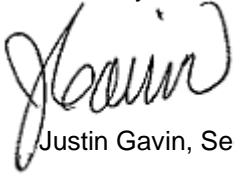
I understand that the primary enforcement contact for your municipality, Pete Kruit, has the proper certification to do so.

For your convenience, I am providing a link to the Department's Delegated Agent Welcome Packet. This packet contains links to the Wisconsin Administrative Code, plan review application, submission and inspection checklists, sample letters, petition for variance application, and a list of FAQs that may be helpful in your new delegated agent role. <https://dsps.wi.gov/Documents/Programs/CommercialBuildings/WelcomePacket2020.pdf>

Our commercial building inspector for your area, Dan Shanahan, at (715) 661-4049, is available to assist in any questions or concerns your municipality may have with implementing these commercial building services and may contact your primary code official to discuss transitional and coordination items.

The Division of Industry Services looks forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin Gavin". The signature is fluid and cursive, with the first name "Justin" being more prominent than the last name "Gavin".

Justin Gavin, Section Chief, Commercial Buildings

cc: Garry Krause, Bureau Director, Technical Services Bureau  
Dan Shanahan, Commercial Building Inspector, Field Services Bureau



February 19, 2021

Kara Czapinski, Building Permit Technician  
City of Superior  
1316 North 14th Street, Suite 230  
Superior, WI 54880  
[czapinskik@ci.superior.wi.us](mailto:czapinskik@ci.superior.wi.us)

**VIA EMAIL**

Re: City of Superior Jurisdiction Request for Fire Suppression and Fire Alarm Inspection

Dear Kara Czapinski,

I am pleased to inform you that your municipality has been delegated fire suppression and fire alarm code enforcement authority per your request. Per Wis. Stat. § 101.12(3g), I delegate your municipality the primary responsibility to do inspection of all size buildings for fire suppression and fire alarm projects in lieu of the Department.

As a condition of the delegation, you are required to comply with the following:

- Submit to the department the fees specified in Wis. Admin. Code § SPS 302.31(1)(h) for all projects.
- Provide a monthly report, in an electronic-based format, to the Department for all projects.
- Apply the corresponding requirements in Wis. Admin. Code § SPS 361.60(6).
- Provide the Department with a copy of any revisions to the ordinance adopting this code.
- Notify the department, in writing, immediately of any personnel changes to plan review or inspection staff.
- Notify the Department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

The Department will periodically monitor municipalities and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification, or the Fire Detection, Prevention, and Suppression Inspector if applicable, and attend agency-approved continuing education to maintain their certification.

In accordance with 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process. Please continue to monitor department correspondence as further details regarding this process are communicated.

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 361.60(2)(b)4 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

I understand that the primary enforcement contact for your municipality, Pete Kruit, has the proper certification to do so. Please note that Dave Everson and Dan Sertich do not have the proper credentials to perform fire suppression or fire alarm inspections.

Our commercial building inspector for your area, Dan Shanahan, at (715) 661-4049, is available to assist in any questions or concerns your municipality may have with implementing these fire suppression and fire alarm services.

The Division of Industry Services looks forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Michael D. McNally Jr." in a cursive style.

Michael D. McNally Jr.

Section Chief, Fire Suppression and Fire Alarm Program

cc: Garry Krause, Bureau Director, Technical Services Bureau  
Dan Shanahan, Commercial Building Inspector, Technical Services Bureau